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15 November 1954

**MEMORANDUM FOR THE RECORD**

**SUBJECT: Survey of Signal Center Cable Reference Service**

1. I concur in principle with the action recommended by the Management Staff in its study of 2 November 1954, Subject: "Survey of Signal Center Cable Reference Service".

2. However, since the cable reference file referred to is not, in fact, the Archives file but is rather a current reference file which will be used by the Signal Center, the Cable Secretariat and other elements of the Agency; and, since access to that file under emergency conditions will require an on-the-spot determination of who may or may not see the individual cables comprising that reference file, it appears that the file should properly be considered as a Cable Secretariat file and remain under the control of the Cable Secretary even though filed in the Signal Center vaults. Also it appears that the arranging of the cables in numerical sequence represents an unnecessary expenditure of time and money and it is suggested therefore that the cables be filed in packages without being arranged in any specific order except by date, and that copies of log sheets not be furnished. It is believed that the arrangement of the cables in the appropriate order could be accomplished quickly, when and if necessary, without any loss of services to the using offices.

3. With reference to the survey recommended in Para 5 b., I concur in the need for such a survey and invite your attention to the following extract from my memorandum dated 14 July 1954 to the Chief, Management Staff, Subject: "Annual Management Improvement Report" in which I indicated that there existed a need for:

"The establishment of an office (or offices) of record in which all CIA cables are filed on a permanent record basis and are cross-referenced appropriately. The Office of Communications maintains the Signal Center Archives but cables in these Archives are not cross-referenced except by Station and/or IN or OUT numbers."

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Cable Secretary

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